

JOB ANNOUNCEMENT

Office Technician (Typing)

**(Full Time, 24-Month Limited Term Position
with Potential for Permanent Appointment)**

November 27, 2012

About Us. The award-winning San Francisco Bay Conservation and Development Commission (BCDC) is a small State agency located in San Francisco. BCDC has regulatory and planning responsibility over conservation and development in San Francisco Bay and along the Bay's nine-county shoreline. Our staff of 42 planners, scientists, engineers, attorneys, designers, administrators, and assistants takes pride in its high level of professionalism and dedication.

About the Job. This is a 24-month limited term, full-time position with the potential for a permanent appointment. BCDC is seeking a dedicated and skilled secretary to work with various sections within BCDC. The successful candidate in this position will be responsible for typing and formatting documents, including permits, staff reports, planning reports, contracts, grant applications, work programs, and related general correspondence. In addition the incumbent will file documents, coordinate posting of documents on BCDC's website, provide general clerical support to other sections, assist with weekly mailings, including reproduction, envelope stuffing and mail preparation, provide back-up phone coverage, and fill in as-needed for other absent clerical staff.

If you want additional information about the position contact Steve Goldbeck, Chief Deputy Director at (415) 352-3611 or by email at steveg@bcdc.ca.gov.

Salary. The Office Technician (Typing) salary range is **\$2,686 - \$3,264** per month. Please note that the State budget for FY 2012-2013, starting July 1, 2012, includes 12 unpaid days off between July 1, 2012 and June 30, 2013 and a commensurate 4.62% pay reduction for State workers.

Who We Want. BCDC is looking for someone who is self motivated, demonstrates initiative, can work with a high level of independence or on a team, demonstrates maturity under pressure, anticipates and resolves problems, has the ability to complete complex clerical functions, prioritize work, manage multiple assignments and meet deadlines, and has excellent communication skills and attention to detail. The candidate will have knowledge of computer hardware and software, including word-



processing, spreadsheets, file creation, and email. The candidate should have proficient knowledge of modern office methods and office equipment, such as printers, scanners, and copiers. The candidate must also be able to type at the rate of no less than 40 words per minute. A typing certificate will be required at the time of appointment. Other desirable qualifications include a familiarity with Microsoft Outlook, simple databases, presentation software and project management software.

Eligibility. To apply, you must be list eligible for appointment to the California civil service classification of an Office Technician (Typing). Current State employees or former state employees with transfer or reinstatement rights at the Office Technician (Typing) level or equivalent classifications are also encouraged to apply. Appointment is subject to the State Restriction of Appointment (SROA) provisions. Applicants must clearly indicate the basis of their eligibility, including SROA, surplus, transfer, reinstatement status, or list eligibility in the Examination or Job Title section on the State Application Form #678 (see link below in “Applying for the Job.”).

*Please note that if you are not a current or past state employee and/or have not successfully participated in an appropriate civil service examination for Office Technician (Typing), you **cannot** be considered for this vacancy. If you wish to participate in the Office Technician (Typing) examination, please see the Cal HR website at www.jobs.ca.gov.*

Applying for the Job. While the job opening is at the San Francisco Bay Conservation and Development Commission (BCDC), the California Coastal Commission handles BCDC's personnel work. Therefore, to apply, please submit a standard State of California application form (STD. #678) available on the Internet at www.jobs.ca.gov to:

Human Resources Office
California Coastal Commission
45 Fremont Street, Suite 1930
San Francisco, California 94105-2219
(415) 904-5430 or toll free (866) 831-2540
HumanResources@coastal.ca.gov

In the Examination or Job Title section of the application form, please clearly indicate the classification and position for which you are applying: **BCDC – Office Technician (Typing)**.

Filing. Applications will be accepted until the position is filled. **We would like to fill the position as soon as possible – so please file your application immediately.** Applications will be screened and only those most qualified will be interviewed. No relocation expenses can be offered.

Special Interview Arrangements. If you have a disability and need special interview arrangements, please mark the appropriate box in item 2 of the application. You will be contacted to make specific arrangements.

For additional information about BCDC, see our website at www.bcdc.ca.gov.

BCDC is an employer offering equal employment and advancement opportunities to all persons without regard to race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation. It is the objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with state law, civil service rules and the special trust place in public servants.

11/27/2012